How to access your emails...

- Go to the Essa Academy website (www.essaacademy.org)
- Click on the **Office 365** icon

Use your Office 365 log in details (paper copy sent in post) to log on

**See the example on attached sheet**

________@efatrust.org

Password (same as Smoothwall)

On your online dashboard, choose the software you would like

All work will automatically save in your 'One Drive'
How to get Outlook on your mobile device...

Microsoft provide guides online (www.support.office.com) on how to set up each of the apps and your email on a range of mobile devices and tablets.

Set up Office apps and email on a mobile device

Choose your mobile device:

Android devices

iPhone & iPad

You can access your accounts straight away!
Access your 365 account from anywhere...

Microsoft 365 is available on any device, anywhere in the world. Simply search for www.office.com and use your log in details to log in.

Any problems or questions?

Contact us via the school website on the 'Contact' tab

What will be different?

• All of the software options in Google's G-Suite are based on Microsoft products. You will have full versions of these on your laptop and desktops. You will also have access to an online version with most of the features that can be found on your desktop.

• You will be able to collaborate and share on any mobile device using high quality software.
Software Comparison

Office 365 offers a more diverse and comprehensive selection of software options to support teaching and learning – both in your classroom and beyond.